

# Wayne County District Attorney's Office

## Job Description

TITLE: County Detective  
DEPARTMENT: District Attorney's Office  
REPORTS TO: Chief County Detective

---

### Job Summary:

The job of County Detective is a plain clothes law enforcement position. County Detectives are authorized by 16 P.S. § 1440 (The County Code) and provide District Attorneys in Pennsylvania the resources with which to conduct independent criminal investigations and to provide other law enforcement agencies with investigative assistance. County Detectives have full police powers and must meet the same training requirements as municipal police officers in Pennsylvania including certification by the Pennsylvania Municipal Police Officers' Education and Training Commission (MPOETC). Full-time County Detectives work a 40 hour work week, while part-time County Detectives work a 20 hour work week.

---

### Essential Job Functions:

- Conduct independent investigations at the direction of the District Attorney;
- Provide investigative assistance to other law enforcement agencies when requested;
- Investigate allegations made by citizens who wish to file Private Criminal Complaints under Rule 506 of the Pennsylvania Rules of Criminal Procedure;
- Conduct background investigations of persons seeking licensing as Private Detectives under 22 P.S. as well as Constables, defendants and potential witnesses in criminal cases;
- Have enforcement oversight of various regulatory statutes such as Bingo and Local Option Small Games of Chance;
- Conduct wiretaps and manage the wiretap and electronic surveillance equipment;
- Manage extraditions of defendants found in other states;
- Serve subpoenas, search warrants, arrest warrants and other services;
- Supervise and manage the activities of the Wayne County Drug Task Force;
- Assist the District Attorney and Assistant District Attorneys with the preparation of cases for trial;

- Assist municipal police departments with the investigation of serious crimes, and acting as the primary investigator for specific types of crime as outlined by the District Attorney;
  - Perform other duties as dictated by the District Attorney.
- 

### **Work Environment:**

- The duties of this position require frequent direct contact with individuals who are suspected of committing offenses against the criminal laws of the Commonwealth of Pennsylvania.
  - The actual work environment can vary and change at a moment's notice. It can include working in an office environment, in a vehicle and/or being on foot during the day or night in all weather conditions.
  - Full-time County Detectives are scheduled to work a 40 hour work week, Monday through Friday, 8:30 AM to 4:30 PM. However, there are often times when they work earlier, later, at night and/or on weekends depending on the incident being handled.
  - Part-time County Detectives are scheduled to work a 20 hour work week, at times yet to be determined.
  - All County Detectives are subject to being on-call and can be called back to work in certain situations with little or no notice.
- 

### **Minimum Qualifications, Education and Experience Required:**

- Successful completion of a drug screening test;
  - A high school diploma or equivalency;
  - Pennsylvania Act 120 certification;
  - Minimum two (2) years of experience as a law enforcement officer (part-time or full-time);
  - A valid Pennsylvania driver's license
- 

### **Knowledge, Skills, and Abilities:**

- Have a working knowledge of the Pennsylvania Vehicle Code, Crimes Code and Rules of Criminal Procedure;
- Have proficient computer skills;
- Have excellent time management skills and be able to multi-task;
- Have good interpersonal communications skills;

- Successfully complete initial and subsequent weapons certification;
- Communicate effectively both verbally and in writing;
- Establish and maintain effective working relationships with individuals, coworkers, other agencies, and the public;
- Work in a highly stressful environment;
- Work with confidential information.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, will be considered.